Course guide  
270191 - APSS - Academic and Professional Speaking Skills  

Unit in charge: Barcelona School of Informatics  
Teaching unit: 756 - THATC - Department of History and Theory of Architecture and Communication Techniques.  
Degree: BACHELOR’S DEGREE IN INFORMATICS ENGINEERING (Syllabus 2010). (Optional subject).  
Academic year: 2022  
ECTS Credits: 6.0  
Languages: English  

LECTURER  
Coordinating lecturer: ANTONIA SOLER CERVERA  
Others: Primer quadrimestre: ANTONIA SOLER CERVERA - 10  

PRIOR SKILLS  
In order to carry out academic and professional activities in English, students are recommended to have acquired B1 level of the Common European Framework of Reference for Languages (CEF) or higher.  

DEGREE COMPETENCES TO WHICH THE SUBJECT CONTRIBUTES  
Generical:  
G3. THIRD LANGUAGE: to know the English language in a correct oral and written level, and accordingly to the needs of the graduates in Informatics Engineering. Capacity to work in a multidisciplinary group and in a multi-language environment and to communicate, orally and in a written way, knowledge, procedures, results and ideas related to the technical informatics engineer profession.  

TEACHING METHODOLOGY  
Class session combine content presentation by teacher, extensive practice and students’ participation. Students’ participation and involvement are critical for the development of course activities  
The work on the course contents is based on the development of tasks.  
The activities are based on problem-solving tasks with practical exercises and analysis of samples  

LEARNING OBJECTIVES OF THE SUBJECT  
1. To understand and apply the principles of academic and professional communication in engineering  
2. To recognize oral genres in English in academic and professional contexts  
3. To recognize the importance of pronunciation in professional and academic communication  
4. To identify basic segmental and suprasegmental aspects of English phonetics in order to improve pronunciation skills  
5. To develop active-listening skills in English to improve listening comprehension  
6. To understand and interpret information from oral sources and to use information efficiently  
7. To develop speaking fluency and to use the correct kind of language for different communicative functions in English  
8. To exchange technical information orally and to discuss topics related to computer science appropriately  
9. To participate in academic and professional situations effectively using the correct kind of language and level of formality: a seminar, a job-seeking interview  
10. To plan an oral presentation for academic or professional purposes, using a problem-solving approach  
11. To deliver an oral presentation, using appropriate language, signposting and body language  
12. Evaluating an oral presentation according to planning and delivery criteria, making comments and suggestions for improvement
**STUDY LOAD**

<table>
<thead>
<tr>
<th>Type</th>
<th>Hours</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours medium group</td>
<td>30,0</td>
<td>20.00</td>
</tr>
<tr>
<td>Self study</td>
<td>84,0</td>
<td>56.00</td>
</tr>
<tr>
<td>Hours large group</td>
<td>30,0</td>
<td>20.00</td>
</tr>
<tr>
<td>Guided activities</td>
<td>6,0</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**Total learning time:** 150 h

**CONTENTS**

**Fundamentals of academic and professional communication in engineering**

**Description:**
Problem-solving and genre. Academic and professional oral genres. Communicative function and strategy

**Guidelines for effective pronunciation**

**Description:**
The importance of pronunciation for intelligibility. English phonetics: basic aspects about the English sound system, stress and intonation. Strategies for dictionary use and for improving pronunciation

**Strategies for effective listening comprehension and speaking practice in computer science**

**Description:**
Techniques for active listening. Understanding lectures: semantic markers and signposting. Note-taking practice. Listening and speaking practice: spoken academic English in computer science

**Interaction in communicative activities: language functions and usage**

**Description:**
Levels of formality. Communicative function and language usage to participate in academic and professional activities effectively: telephoning, giving technical explanations and instructions, discussing and negotiating

**Speech organization and genre: skills to participate in academic situations**

**Description:**

**Speech organization and genre: skills to participate in professional communicative situations**

**Description:**
Job-seeking skills: a CV and a job interview. Strategies for successful interaction
**ACTIVITIES**

**Understanding the principles of technical communication**

**Description:**
Becoming familiar with problem-solving approaches for communicative purposes and genre. Analyzing examples of oral genres in academic and professional contexts and the general communicative strategy used.

**Specific objectives:**
1, 2

**Related competencies:**
G3. THIRD LANGUAGE: to know the English language in a correct oral and written level, and accordingly to the needs of the graduates in Informatics Engineering. Capacity to work in a multidisciplinary group and in a multi-language environment and to communicate, orally and in a written way, knowledge, procedures, results and ideas related to the technical informatics engineer profession.

**Full-or-part-time:** 10h
Theory classes: 2h
Practical classes: 2h
Self study: 6h

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**Recognizing the importance of pronunciation for oral interaction in English**

**Description:**
Identifying features of English pronunciation in contrast to Spanish and Catalan pronunciation.

**Specific objectives:**
3, 4

**Related competencies:**
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**Full-or-part-time:** 10h
Theory classes: 2h
Practical classes: 2h
Guided activities: 2h
Self study: 4h
### Practice in recognizing and pronouncing the sounds of English and some features of English stress and intonation

**Description:**
Recognizing basic phonetic transcription. Becoming familiar with word stress and sentence stress. Recognizing tones

**Specific objectives:**
3, 4

**Related competencies:**
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**Full-or-part-time:** 11h
- Theory classes: 3h
- Practical classes: 2h
- Self study: 6h

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### Developing active-listening skills to improve listening comprehension

**Description:**
Listening for specific information. Understanding the general idea. Listening for discourse markers (signposting) and keywords.
Taking notes

**Specific objectives:**
3, 5, 6

**Related competencies:**
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**Full-or-part-time:** 16h
- Theory classes: 4h
- Practical classes: 4h
- Self study: 8h

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### Practice in gathering and exchanging technical information orally

**Description:**
Selecting information from oral sources and using the information effectively to discuss a topic related to computer science

**Specific objectives:**
4, 5, 6

**Related competencies:**
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**Full-or-part-time:** 15h
- Theory classes: 4h
- Practical classes: 3h
- Self study: 8h
Mid-term test

Specific objectives:
1, 2, 3, 4, 5, 6

Related competencies:
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Full-or-part-time: 8h
Guided activities: 2h
Self study: 6h

Interacting in oral communicative activities effectively

Description:
Becoming aware of levels of formality. Adapting English usage to level of formality. Using functions of language appropriately for telephoning, giving technical explanations and instructions, discussing and negotiating

Specific objectives:
6, 7, 8

Related competencies:
G3. THIRD LANGUAGE: to know the English language in a correct oral and written level, and accordingly to the needs of the graduates in Informatics Engineering. Capacity to work in a multidisciplinary group and in a multi-language environment and to communicate, orally and in a written way, knowledge, procedures, results and ideas related to the technical informatics engineer profession.

Full-or-part-time: 15h
Theory classes: 4h
Practical classes: 3h
Self study: 8h

Participating in an international seminar and practicing the appropriate interaction

Description:
Discussing lectures and readings. Participating in academic discussion: supporting views, presenting ideas orally

Specific objectives:
6, 7, 8, 9

Related competencies:
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Full-or-part-time: 10h
Theory classes: 2h
Practical classes: 2h
Self study: 6h
Preparing an oral presentation for academic or professional purposes

**Description:**
Applying a problem-solving procedure: planning, delivery and evaluation. Devising strategy at the planning stage (informing / persuading). Selecting information and structuring the presentation

**Specific objectives:**
7, 8, 10

**Related competencies:**
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**Full-or-part-time:** 14h
- Theory classes: 3h
- Practical classes: 3h
- Self study: 8h

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Delivering an oral presentation and evaluating it

**Description:**

**Specific objectives:**
7, 10, 11

**Related competencies:**
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**Full-or-part-time:** 14h
- Theory classes: 3h
- Practical classes: 3h
- Self study: 8h
### Participating in a job-seeking interview using the appropriate strategy

**Description:**
Writing a CV for a job application. Participating in a job interview. Anticipating questions and preparing explanations according to protocol, using the right kind of language and level of formality

**Specific objectives:**
7, 9

**Related competencies:**
G3. THIRD LANGUAGE: to know the English language in a correct oral and written level, and accordingly to the needs of the graduates in Informatics Engineering. Capacity to work in a multidisciplinary group and in a multi-language environment and to communicate, orally and in a written way, knowledge, procedures, results and ideas related to the technical informatics engineer profession.

**Full-or-part-time:** 14h
- Theory classes: 3h
- Practical classes: 2h
- Guided activities: 2h
- Self study: 7h

### Final test

**Specific objectives:**
2, 4, 5, 6, 7, 9, 10

**Related competencies:**
G3. THIRD LANGUAGE: to know the English language in a correct oral and written level, and accordingly to the needs of the graduates in Informatics Engineering. Capacity to work in a multidisciplinary group and in a multi-language environment and to communicate, orally and in a written way, knowledge, procedures, results and ideas related to the technical informatics engineer profession.

**Full-or-part-time:** 11h
- Guided activities: 2h
- Self study: 9h

### Delivering and evaluating an oral presentation

**Description:**
Students deliver their oral presentations in class and they evaluate their partners

**Specific objectives:**
10, 11, 12

**Related competencies:**
G3. THIRD LANGUAGE: to know the English language in a correct oral and written level, and accordingly to the needs of the graduates in Informatics Engineering. Capacity to work in a multidisciplinary group and in a multi-language environment and to communicate, orally and in a written way, knowledge, procedures, results and ideas related to the technical informatics engineer profession.

**Full-or-part-time:** 2h
- Guided activities: 2h
GRADING SYSTEM

Course assessment is based on continuous assessment tasks (course assignments and class participation) and written tests with the following percentages:

- Mid-term test: 25%
- Class participation. Students are expected to complete activities and tasks and bring their answers to class for discussion. They are also expected to work in collaboration with others. 10%
- Oral presentation: 20%
- Speaking activity: 20%
- Final test: 25%

Students need to complete all the continuous assessment tasks in order to cover all the contents of the course and successfully perform in the exams.

Students will not get a participation mark if they do not attend a minimum of 50% of the course sessions.

BIBLIOGRAPHY

Basic:

Complementary: